

POSITION DESCRIPTION

Title: Senior Animal Control Technician

Department: Animal Control

Job Analysis: July 2017, June 2018, March 2019, Oct 2019, April 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Animal Resource Supervisor, Animal Shelter Manager, County Administrator

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (307)

Job Summary

Intake Option - This position focuses on the care and maintenance of the animal shelter facility and impounded animals. Employees in this class may supervise employees and perform functions related to that supervision and other duties as assigned.

Adoption Building Option - This position focuses on the care and maintenance of the animal shelter facility. Employees in this class may supervise employees and perform functions related to that supervision and other duties as assigned as the intake duties and/or adoption duties.

Job Domains

1. Feeds, waters, exercises, and grooms impounded animals.
2. Evaluates animal behaviors, health, etc.
3. Monitors animals for illness, disease, and/or injury.
4. Enters data and information into a computerized system for animals processed into the shelter.
5. Ensures animals are properly tagged and penned.
6. Assists the Animal Placement Specialist when needed.
7. Assists the Animal Control Technicians when needed.
8. Assists in maintaining and monitoring supplies and inventory related to food, medications, and vaccinations.

9. Administers medications and vaccinations.
10. Interacts with the public to provide adoption of available pets and to ensure the return of animals to the proper owners.
11. Assists in offsite adoption and fundraising events when necessary.
12. Performs Animal Resource Supervisor duties in the absence of the Animal Resource Supervisor as needed.
13. Uses appropriate tools to handle animals in a manner that protects the safety of the employee, animal, coworkers, and the public.
14. Trains new employees as assigned by the Animal Resource Supervisor.
15. Transports animals to the veterinarian.
16. Prepares and maintains data as necessary.
17. Works weekends on a rotational basis as assigned.
18. Performs related work as required.

Knowledge, Skills, and Abilities

1. Thorough knowledge of animals and experience in handling them, as well as the equipment used.
2. Thorough knowledge of safety practices and procedures in dealing with animals.
3. Thorough knowledge of laws and ordinances governing the control of animals.
4. Good knowledge of general police powers authorized by ordinances.
5. Ability to maintain financial records and prepare and administer budgets.
6. Ability to develop work procedures and methods.
7. Ability to read, interpret and explain animal control laws, ordinances and regulations.
8. Ability to perform strenuous tasks such as lifting, carrying, crawling and running.
9. Ability to understand and explain general policies of animal control and shelter operations, including euthanasia information.
10. Ability to exercise good judgment and discretion when dealing with sensitive subjects, such as euthanasia of animals.
11. Ability to maintain professionalism in all aspects of work.
12. Ability to compile and present oral and written reports.
13. Ability to safely operate a motor vehicle and travel to locations within the community.
14. Ability to communication, both orally and in writing.
15. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
16. Hear well enough to respond to verbal communication and to use the telephone.
17. Manual dexterity to write and type.

Other Characteristics

1. Willingness to work overtime and non-standard hours as required.
2. Be willing and available to attend training related to job.
3. Injuries from animals pose a work hazard for employees in this class.

Minimum Requirements

1. Possess a valid driver's license and be insurable by the County's insurance standards.

2. High school diploma or equivalent.
3. Minimum of three (3) years' experience dealing with a variety of animal situations, or a combination of education and experience equivalent to these requirements.